

Preparation of Conference Report

Presented by Constitution and Administrative Committee (CAC)

Summary**Defining responsibility for Conference Report Preparation****1. INTRODUCTION**

This working paper seeks to clarify responsibility for the preparation of the conference committee reports.

2. DISCUSSION

Section 9 (p112) of the IAM states that the Conference Report shall be made up of the following parts:

- Opening Ceremony and Opening Plenary Session
- Reports of Committee A, B and C
- Abstract of IFATCA Panel
- Final Plenary Session

Conference Committees shall comprise of a Committee Chair, and Co-Chair(s) (formally called the Secretary)

The Terms of Reference for the Office Manager (IAM pp129) state at 1.2.7 k): *“to prepare the Conference Report”*

The IAM is not clear regarding responsibility for Conference Report preparation elements. The practice has been that the ‘Secretary’, now ‘Co-chair’ holds responsibility for preparation of the Committee Report for each Committee at Annual Conference. Considering that there being is no ambiguity or misalignment of individuals from editorial changes, it is therefore safe to state that there has been no change regarding the responsibility of Conference Report preparation but that it could be stated more overtly.

3. CONCLUSION

Section 9 (p112) of the CAC manual does not specify who is responsible for the preparation of the Committee Reports at Annual Conference. The Conference Report includes reports from Committees A, B and C made by the Chair and Co-Chair.

Compilation of the respective elements of the overall Conference Report is undertaken by the IFATCA Office.

4. RECOMMENDATION

That the IFATCA Administrative Manual PART 2 ADMINISTRATIVE POLICY (BYE-LAWS), Section 9 CONFERENCE REPORT be amended as follows:

- Paragraph 9.1.3 (pp 111) – insert new text as indicated in red

Reports of Committees A, B and C, **produced by the respective Committee Chairs and Co-Chairs** shall, for each Agenda Item separately, contain:

- the minutes of the discussions;
- the full text (as amended) of resolutions, recommendations, and recommendations to be adopted by Final Plenary, as well as the Working Papers, with the titles only, that are recommended for adoption as study material. (Port of Spain 91.A.33)

- Insert new paragraph 9.2.1 as indicated in red

The Conference Report will be compiled by the IFATCA Office for review by the Executive Board prior to publication.

- Renumber existing paragraph 9.2.1 to **9.2.2**

5. REFERENCES

[IFATCA Constitution and Administrative Manual Ver 66.1 September 2023](#)

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